

The following instructions are a walk through for creating an Excel Spreadsheet so that you are able to print and format a report from FPDS

1. Open FPDS
2. Select Reports
3. Select report you want to convert. (For this walk through select Register Report)
 - a. If you do not have any reports displayed or the report you want is not shown select (click on) "Add Reports" at the top left of the window.
 - b. When the Add Reports Window is displayed, select (click on) the "Check All" at the bottom left of the window. Or, if you only want one report to be added check (click on) the box to the left of the report.
 - c. Once you have made your selection, select (click on) the "Add to My Reports"
4. In the Search Criteria Window the items that you need to fill in are;
 - a. Contracting Office Agency ID: 3600 (for VA)
 - b. Contracting Office ID: (enter your location code preceded by 00)
 - c. From Date: Is the date the contract was signed no earlier than 10/01/2004
 - d. To Date: Is the date through which you want the report to look for entries
 - e. Uncheck Summary Report (If you do not do this the only information you will receive is the number of reports entered)
 - f. Finally, in the lower left center of the window select (click on) "Execute".
5. You now should have a report displayed. The following information is to download and then convert the report to an excel file. Please be advised that only reports for one station will be downloaded through this process. Multiple station reports are converted to PDF files.
 - a. At the top left center of the window select (click on) "Download"
 - b. In the Download Register Report Window select (click on) "CSV"
 - c. In the Excel Window that is displayed, select (click on) "File" (top left side)
 - d. Next select (click on) "Save As"
 - e. In the Save As window you may need to create a folder for your report if you do not have one to do this;
 - (1) Above the window displaying file folder there are a number of icons. The first is a file folder, the second a globe, the third an "X" and the one you need to select (click on) is a file folder with a "*" in the upper right corner.
 - f. Once selected it will display a new file folder window, so that you can name the folder you have created.
 - g. Once the folder has been created it will open and you will be prompted to enter a file name. (Remember to write down the file name and location) Enter the name and then select (click on) save.
 - h. The next window to appear is one which is informing you that the file is not compatible and do you want to keep it as it is, select (click on) "Yes"
 - i. Close the spread sheet screen that is displayed and when prompted as to whether or not you want to keep the changes select (click on) "Yes"
 - j. You can now minimize, back out or close FPDS.

6. Next you want to open Excel. So that you can continue to the process of converting the report to an Excel format.
 - a. Open Excel either through going to Start or by using a Short Cut on your main screen.
 - b. Select (click on) File
 - c. Select (click on) Open (or if you see the file which you need to access listed below the window that is open select (click on) it).
 - (1) If you did not see the file in the last window and have selected Open then you now must locate the file you have saved while in FPDS.
 - (2) Remember the file you are looking for is a "Text File" and not an Excel file yet.
 - (3) Select the file and open it.
 - d. The window that has just open is the Text Import Wizard and you will need to do the following;
 - (1) Make sure "Delimited" is selected in the "Original data type" box and then select (click on) "Next" at the bottom of the window.
 - (2) In the next window make sure in the "Delimiters" box the "Tab" is checked, and the "Other" is checked and a quotation mark (") is placed in the box directly to the right of the word "Other".
 - (3) Next select (click on) Finish at the bottom right of the window.
 - e. Now you have been brought to an Excel Spreadsheet, which is displaying your information. To make the columns wider do the following;
 - (1) Click on the box that is above the row numbers and to the left of the column letter; this will highlight the whole spreadsheet.
 - (2) Next select (click on) Format in the Tool Bar at the top of the spreadsheet.
 - (3) Next select (click on) "Column"
 - (4) Next select (click on) "Auto Fit Selection" this will widen the columns to display all the text in each.
 - f. Before you go any further you need to save the file you have created so;
 - (1) Select (click on) File
 - (2) Next select (click on) "Save As"
 - (3) The "Save As" window will open and display the file that you have been working on but it will show that it is a "Text (Tab Delimited)" type. This is displayed at the bottom of the window where it states "Save as type".
 - (4) To change the type of file select (click on) the downward pointing arrow to the left of cancel at the bottom of the window.
 - (5) Next select (click on) "Microsoft Excel Workbook"
 - (6) Then select (click on) "Save"
 - g. You have now completed converting your report to an Excel Spreadsheet.

7. At this time you can make any further changes to the spreadsheet that you want including but limited to removing unwanted columns, sorting and even adding additional data.